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OFFICE OF THE DIRECTOR

Action Memorandum No. A-383

Date 18 May 1964

TO : Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support

SUBJECT : Foreign VIP's Visiting the United States

REFERENCE: OCR Weekly Report, "List of Important Foreign Visitors"

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1. Procedures should be established to ensure timely, thoroughly staffed notification on foreign VIP visitors who may be of sufficient interest to the Agency to warrant an appointment with the Director (or Deputy Director).

2. Referenced OCR report provides basic data on upcoming visits; however, what is presently lacking is a systematic review of this report by senior operating officials and their specific recommendations on those individuals with whom a short meeting with the Director would be of particular value to the Agency.

3. Deputy Directors are requested to instruct their division, office and staff chiefs to personally review referenced OCR report and to submit recommendations to the C/DCI through the appropriate Deputy Director; negative reports are not required. It is incumbent upon the recommending officer to provide the necessary data and background information concerning the visitor and also conversational topics which the visitor may evoke or which the sponsor recommends be pursued.

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upon receipt of a recommendation
from a Deputy Director, the O/DCI will make arrangements through the
sponsoring agency's protocol office to schedule a meeting with the
Director; however, the recommending office should be prepared to provide
escort and interpreter services.

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5. Obviously, timing is of critical importance in such a program
and any recommendations resulting from review of the CCR weekly
report should be processed to the O/DCI on a priority basis. In order to
avoid unnecessary paperwork on non-Agency sponsored visitors, the
recommending official should make an initial telephone check with O/DCI
(Mr. Elder or [redacted]) to determine if he should proceed with a
formal written recommendation.

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(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

Distribution:

All Addressees

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O/DCI [redacted] :lh(18 May 64)

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